How to post an Open Meeting on the Town's Website

1) Create the agenda by creating a document on the computer. Save it as a .pdf, using a name that will make sense to the public. We'll need to find it again in a minute, so remember where we save it.

2) Login to the Town's website (upper right corner of any page). An IT staff member can help us if we have password or username issues.

3) To first post the meeting, go to "Create Event" (Advanced users can also add an "Instance" to an existing event by finding the event in the cabinet and then skipping down to the iCal box directions below).

- From the toolbox (left hand side) click "Create Event"
- Give it a title (i.e. Board of Selectmen Meeting). We'll need to remember this title later.
- Choose the Event Type (Public Meeting)

  (skip box labeled "disable sidebars")

- Check box labeled "Hide End Date/Time"

  (skip box labeled "Do not display on Town Calendar")

- Type out where the meeting will take place in the "Description" area
- In the "iCal" box, click on the calendar icon next to the Start date
- Choose date of the meeting and use the slider to choose the time. Click "Done".
- Click "Add Event" (receipt will appear to the right)
- Click "Save & Close". Our meeting date, time and location are all now posted, but we **must** add the agenda in order for the meeting to be date and time stamped before the 48 hour deadline.

4) Linking Meeting Date to Agenda

- Go to the board/department page by clicking on "My account" (Internet Explorer only; Chrome hides it) in the upper right corner and then the name of your board/department under "Groups".
- Click "Create Meeting Agenda"

- Give it a Title (i.e. “Agenda – 09-15-2014 – Board of Selectmen Meeting”)

  (we can skip “subtitle” unless we want to add more information)

- Fill in “Date” of meeting and time
- Check “launch uploaded file without description page” box

The next step is where we link up our previously created event

- Under "Related Event", start typing the name of the event we created and it should appear below - click it.

  (skip “disable sidebars” box)

- Click “Browse”, find the agenda document that we created earlier, and click on it to select it
- Click “Upload” to add the agenda

  (skip down to)

- Check “e-Subscriber Notification” box
- Click “Save & Close” and check your calendar. When clicking on the date of the meeting, the related agenda will appear. Our meeting is now properly posted!

5) Optional step – if you need to update your agenda

It is important that the original posted agenda remain on the website so that there is evidence of the meeting and agenda being posted before the 48 hour deadline.

If we need to update the agenda after the 48 hour deadline has passed, please edit the original agenda. We can find it in your department’s main page or in the cabinet. Do not remove the original agenda. Below the agenda, there’s an additional field where we can upload additional .pdf’s. Any new documents should be labeled “Revision to…”